

# PROACTIVE DISCLOSURE u/s 4(1)b OF RIGHT TO INFORMATION ACT-2005 OF RECORD SECTION, COLLECTORATE, GANJAM

## Manual - 1

### Particulars of Organization, functions and duties {Section 4(1)(b)(i)}

1. **Aims and objectives of the organization.**

To assist the District Collector in discharging the duties assigned on various subjects of the Section as prescribed in Orissa Records Manual 1964 and prevalent Revenue Laws.

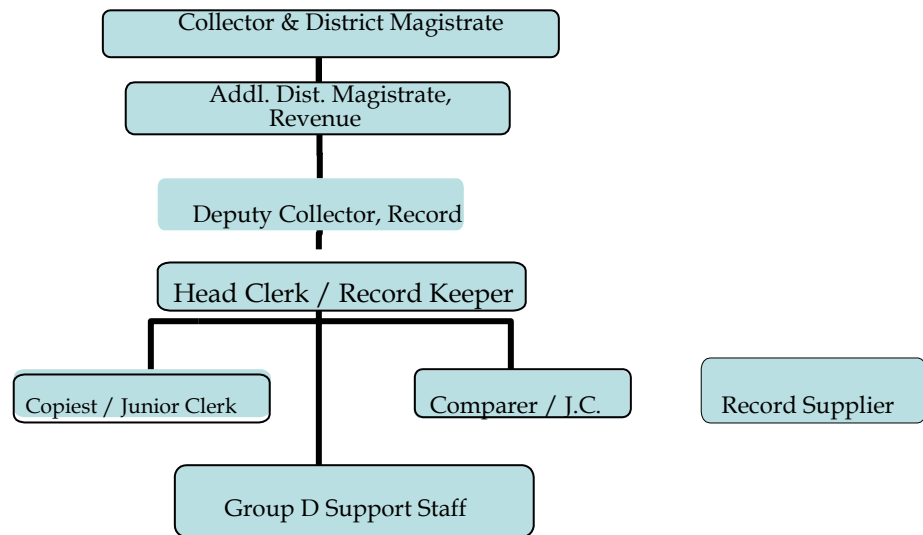
2. **Mission / Vision**

To ensure that a common Citizen gets the service that is expected by him from this section..

3. **Brief History and back-ground for its establishment**

This is a branch office of the Collectorate functioning since the inception of the district Office.

4. **Organization chart**



5. **Allocation of business**

The branch has been entrusted with the work of correspondence relating the following subjects.

1. Preservation of permanent of Revenue Records and Maps
2. Consignment of closed files, case records and registers
3. Issue of Certified copy of revenue records / cases
4. Destruction of Old files and records as per ORM.
5. Stock of saleable village maps
6. Assembly, Lok Sabha and Rajya Sabha questions and resolutions
7. Circulars, Rules and orders
8. Reports and returns

6. **Duties to be performed to achieve the mission**

All Staffs of the office perform the tasks assigned to them and the combined effort of all results in achieving the Mission.

7. **Details of Service rendered**

This Section normally deals with all the miscellaneous matters of Collector and the details are as mentioned in item-5 above.

8. **Citizens interaction**

Public approach the District Administration for several facilities under different aspects of life, they are explained the procedural effect & guided to reach the correct forum for speedy disposal, and if required depending upon the exigencies necessary assistance is also extended.

9. **Postal address of the office**

The Postal address of the Section is,

Record Section,

Collectorate, Ganjam

Chatrapur-761020

10. **Map of Office location**

The Section is located in the Old Collectorate building at Chatrapur.

11. **Working hours both for office and public**

Office functions between 10 AM to 5 PM with a lunch break between 1.30 PM to 2 PM. during day office and from 7.00 A.M. to 1.00.p.m. during morning office. On all working days as per Govt. Calendar printed and published by the Government of Orissa for each calendar year. However Officer and employees are available to dispose off the day's assignment up to an extended hour as per requirement.

12. **Public interaction if any**

The public is cordially accepted to extend the desired assistance.

13. **Grievance redress mechanism.**

A responsive grievance Redressal mechanism is being adopted. The Grievance Cell of the Collector and District Magistrate functions on every Monday and every Saturdays (Except 2<sup>nd</sup> Saturday). To ensure the reach the cell functions in different areas and the public grievances are promptly attended to by the concerned authorities.

## Manual - 2

### Powers and duties of Officers and employees {Section 4(1)(b)(ii)}

Sl. No.	Designation of post.	Powers				Duties Attached.
		Administrative	Financial	Statutory	Others	
02	Dy. Collector (Record)	--	--	--	Supervisory	In Charge of the section.
02.	Head Clerk / Record Keeper	--	--	--	--	Overall Supervision & Issue of certified copy duly signed / Consignment of records
04.	Record Supplier / Junior Clerk	--	--	--	--	Search & Supply of the record from record room
05	Copyist / Junior Clerk					Copy from the original records
06	Comparer / Junior Clerk					Comparer with original
07.	Peon	--	--	--	--	To carry files from seat to seat/Distribution of Dak/assist the staff and officer in office work.

## Manual - 3

### Procedure followed in decision making process {Section 4(1)(b)(iii)}

Sl.No.	Activity	Level of action	Time frame
01.	Receipt of application/Letters.	Diary Clerk	Same day
02.	Perusal of Daks.	Dy Collector.	Same day.
03.	Marking of Daks.	Head Clerk.	Same day.
04.	Dairy & Delivery	Diary Clerk	Same day.
05.	Entering of the letter in the log book & put up in the file	D.A. Concerned	3 days(Immediately in case of matter of urgent nature)
06.	File endorse to Dy Collector.	Head clerk.	1 days.
07.	Approval or rejected	Dy Collector.	Immediately in case of matter of urgent nature.
08.	If approved, return for dispatch.	Despatch Clerk.	1 day.
09.	Issue of Certified copy	Head Clerk / Copyist	As per provision laid down under ORM 1964

## Manual - 4

### Norms set for the discharge of functions {Section 4(1)(b)(iv)}

Details of norms and standard set out can be given in respect of various activities. Some of the norms are indicated below as an illustration.

Sl.No.	Activity	Time frame/Norm	Remarks.
01.	Diary of letter	3 minutes per letter.	The norms are as that mentioned in ORM 1964 and is managed with the existing resource and manpower.
02.	Despatch of letter	5minutes per letter.	
03.	Typing of fair copy.	20 pages per day	
04.	Put up of letter.	Within 3 days in ordinary cases In urgent it is within 24 hours.	

## Manual - 5

### Rules, regulations, instructions, manuals and records for is charging functions {Section 4 (1) (b) (v)}

List of regulations, instructions, manuals and records.

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications.
01.	Orissa Records Manual 1964	Office & File Maintenance Procedure		

## Manual - 6

### A statement of the categories of documents that are held by it for under its control. {Section 4 (1) (b) (vi)}

A statement of the categories of documents held.

Sl. No.	Nature of Record	Details of information available	Unit/Section where available	Retention period where available.
01.	Routine Registers as prescribed in ORM	As per provisions	Available with the concerned Assistant.	As per Classification of the document and preserved as per ORM-1964
	Register of 57	Register of requisition of records required for copying.	Available with the concerned Assistant.	
02.	Copy Application Register 57-A	Issue of certified copy	Available with the	

03.	Daily outturn Register	Daily outturn register for copy issued	DA concerned.
03.	41-D Register ( Outside & In-side)	Issue of copy	
04.	Court Fee Register	Entry of Court Fees Stamps	
	Destruction Register	Entry of Destruction of Files and Records	
	Salable Map Register	Entry of Salable Maps	
03	Files	Correspondence and Notes	Available with the DA concerned.

**Manual - 7**

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the information of its policy of implementation**

**[Section 4 (1) (b) (vii)]**

S.I No.	Subject /Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4
Not Administered.			

**Manual - 8**

**A statement of boards, council, committees and other bodies constituted**

**[Section 4 (1) (b) (viii)]**

**List of Boards, councils, committees etc.**

Sl. No.	Name and address of the Body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
Not Administered									

**Manual - 9**

## Directory of Officers and Employees

### [Section 4 (1) (b) (ix)]

Sl. No.	Name and Designation	Office Phone No.	E_mail address
01	Dy Collector	--	--
02	Head Clerk	--	--
03	Senior Clerk	--	--
04	Junior Clerk	--	--
05	Peon	--	--

### Manual - 10

The Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.

### [Section 4 (1) (b) (x)]

Sl. No.	Designation	Name	Pay Band	Grade Pay
1	Dy. Collector	Sri Dilip Kumar Mohapatra, OAS	15600-39100	5400
2	Head Clerk / Record Keeper	Sri Upenda Dash,	9300-34800	4200
6	Record Supplier / Copyist / Comparer Junior Clerk	Sri Rajesh Kumar Mahapatra	5200-20200	1900
11	Peon	Sri Danda Pani Roula	4440-7440	1300
12	Peon	Prasanta Kumar Nayak deputed from L.A	4440-7440	1300

**Manual - 11**

**The Budget allocated to each agency**

**[Section 4 (1) (b) (xi)]**

**Non-Plan Budget/Plan Budget**

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised Estimate	Expenditure for the last year
<b>Not Administered</b>					

**Manual - 12**

**The manner of execution of subsidy program**

**[Section 4 (1) (b) (xii)]**

**List of institutions given subsidy**

Sl. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
<b>Not Administered</b>						

**List of individual given subsidy**

Sl. No.	Name and address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with purpose
<b>Not Administered</b>					

**Manual - 13**

**Particulars of recipients of concessions, permits or authorizations granted**

**[Section 4 (1) (b) (xiii)]**

**List of beneficiaries**

Sl. No.	Name and address of the beneficiaries	Nature of concession / permit / authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of time similar concession given in past with purpose
<b>Not Administered</b>					

**Manual - 14**

**Information available in an electronic form**

**[Section 4 (1) (b) (xiv)]**

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
The information that is available in the computer can be obtained as print out and the proactive disclosure of this section is available in the website.				

Particulars of facilities available to citizens for obtaining information

[Section 4 (1) (b) (xv)]

Facilities available for obtaining information

Sl. No.	Facilities available	Nature of information available	Working hours
1	District Website http://ganjam.nic.in	About district profile & information of other department.	24 hours
2	Office Notice Board	Different Notices including orders of different officers, tenders, recruitment advertisement etc. are displayed from time to time as required.	During office hours i.e. from 10AM to 5PM.

Name, designation and other particulars of Public Information Officers

[Section 4 (1) (b) (xvi)]

List of Public Information Officer

Sl. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one PIO is there
1	Dy Collector(G&M)	Collectorate, Ganjam	--	--	--

List of Assistant Public Information Officer

Sl. No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	E-mail address
-	-	-	--	-

First appellate authority with in the department

Sl. No.	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one appellate authority is there
1	Dr Sashi Bhusan Padhy,OAS	ADM(Revenue) Collectorate, Ganjam	06811-263948	--	--

## Other information as may be prescribed

[Section 4 (1) (b) (xvii)]

DISTRICT PROFILE

After being separate from Madras presidency the Ganjam District started functioning with effect from the 1<sup>st</sup> January.1936.

<b>01</b>	Geographical area	9499.7Sq.K.Ms
<b>02</b>	Total Forest area	3,15,300 Hectors
<b>03</b>	Reserve Forest area	3,59,082.69 Acres
<b>04</b>	Cultivable area	4,34,000 Hectors
	Irrigated area	1,25,481 Hectors
	No of Irrigation Projects	
<b>05</b>	( A ) Major	1
	( B ) Medium	10
	( C ) Minor	1015
<b>06</b>	Population as per Census-2001	31,60,635
	( A )Male	15,81, 986
	S.C.	2,91,682
	S.T.	45,843
	General	12,44,461
	( B )Female	15,78,649
	S.C.	2,45,116
	S.T.	45,076
	General	1,23,845
<b>07</b>	Total NO BPL families	3,12,238
	Percentage of Literacy	60.77
<b>08</b>	( A )Male	75.22
	( B )Female	46.44
<b>09</b>	No of Sub-Divisions	03
<b>10</b>	No of Tahasils	22
<b>11</b>	No of Blocks	22
<b>12</b>	No of Municipalities	01

<b>13</b>	No of N.A.Cs	17
<b>14</b>	No of Police station	28
<b>15</b>	No of G.Ps	475
<b>16</b>	No of R.I Circles	198
<b>17</b>	No of Revenue Villages	3229
<b>18</b>	Annual rain fall	1147.42 M.M. (as on - 06.11.09)
<b>19</b>	NORMAL rain fall	1276.20 M.M